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9 January 1953

MEMORANDUM FOR: Chairman, CIA Career Service Board

SUBJECT: Categories of CIA Personnel

1. PROBLEM.--To establish the primary personnel categories which are essential to further development of Agency personnel policies and procedures and to define the basic relationships between the Agency and the members of each category.
2. ASSUMPTION.--The desired categories can be determined by grouping personnel according to the Agency's permanent or temporary need for their services and according to the extent of the Agency's right to control their hours of work, place of employment and the methods or sequence of their activities.
3. FACTS BEARING ON THE PROBLEM.--
 - a. The right of control of hours of work, place of employment and method or sequence of activities is inherent in an employment relationship.
 - (1) The Agency has the sole right to so control its employees.
 - (2) The Agency does not have the sole right to such control of personnel who are on detail from other Federal establishments.
 - (3) The Agency has no right to so control individuals who perform services as independent contractors.
 - b. The fourteen categories of personnel defined in Part XIV of the Confidential Funds Regulations provide the current basis of personnel administration in the Central Intelligence Agency.
 - c. The Agency's Career Service Program has reinforced the Agency's long-term interest in its career personnel, such as its present Staff Employees and Staff Agents.
 - d. The principle of establishing areas of functional responsibility as the primary structure for the administration of career personnel was established by the Director on 15 July 1952. The DD/P has developed procedures to govern the

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application of this principle throughout his organization. The CIA Career Service Board has reviewed and approved these procedures insofar as they affect other components of the Agency.

4. DISCUSSION.—

a. The fourteen categories were not designed to implement the Agency's present concept of career service and have proved inadequate for that purpose. They developed as expedient solutions to a variety of administrative problems and are now too complex for the efficient administration of Agency personnel.

b. Re-examination of all types of Agency personnel on the basis of the above assumption has resulted in development of the five categories defined in the attached statement. Although procedural differences within a category may be necessary to meet security and operational requirements, each category represents a group of persons who have common relationships with the Agency and toward whom the Agency has common responsibilities.

5. RECOMMENDATION.—It is recommended that the attached statement, "Categories of CIA Personnel", be approved and that the principles presented therein be adopted by the Agency.


Assistant Director (Personnel)

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ATTACHMENT:

Categories of CIA Personnel

ACTION BY APPROVING AUTHORITY:

Approved (disapproved), exceptions, if any.

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CATEGORIES OF CIA PERSONNEL

I POLICY

The effectiveness of the Central Intelligence Agency is entirely dependent upon the productive efforts of its personnel. The Agency will determine its personnel requirements, select the most suitable individuals to meet these requirements, utilize the capabilities of its personnel to the maximum and separate from the Agency those individuals who do not contribute effectively.

The Agency will develop a permanent corps of career personnel to plan, supervise, conduct and support Agency activities. This corps will be known as the Career Staff. The Agency will also utilize the services of additional personnel to assist the Career Staff. Their services will be obtained by temporary appointment, by detail from other Federal establishments and by contractual agreement.

Individuals who perform services for the Central Intelligence Agency will be officially designated as members of one of the following categories of personnel:

- a. Career Staff
- b. Temporary Personnel
- c. Military Associates
- d. Civilian Associates
- e. Independent Contractors

II CAREER STAFF

The primary asset of the Central Intelligence Agency is its permanent corps of career personnel who are appointed for long-term service in planning, supervising, conducting and supporting Agency activities. In order to maintain a proficient and stable corps of career personnel who have opportunity for permanent service, the size of the Career Staff will be determined by the long-term needs of the Agency rather than by its more variable temporary requirements. The Agency will make full use of the abilities of the members of its Career Staff and develop them for progressive long-term service. The major areas of functional responsibility within the Agency will be designated as Career Services. The personnel requirements of these Career Services provide the framework for planning the selection, assignment and development of career personnel.

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The Agency will develop programs for:

Determining the quantitative and qualitative requirements for career personnel by continuous analysis of the work activities necessary to accomplish its mission;

Evaluating the effectiveness and capabilities of career personnel throughout their service with the Agency;

Assigning duties and responsibilities to career personnel which enable them to contribute to a maximum and increase their value to the Agency;

Providing working conditions, relationships and benefits which promote day-to-day efficiency and stimulate interest in career service;

Recruiting additional members of the Career Staff when they are required to meet long-term Agency needs;

Separating those individuals who do not perform as effective members of the Career Staff.

III TEMPORARY PERSONNEL

The Central Intelligence Agency will appoint qualified temporary personnel to meet short-range needs which cannot be met through the use of available members of its Career Staff. These Temporary Personnel will be provided working conditions and relationships which promote their day-to-day efficiency. They will receive the rights, privileges and benefits to which they are entitled as temporary employees of the Federal government. Agency policies and practices concerning career planning, rotation and other procedures designed to increase the long-term value of Career Staff members are not applicable to Temporary Personnel.

IV MILITARY ASSOCIATES

The Central Intelligence Agency will arrange the detail of active duty military personnel only when it requires individuals with military status or requires military skills which cannot be obtained from available civilian resources. These Military Associates will be assigned duties which make maximum use of their capabilities and which are, insofar as possible, at levels commensurate with their military grades. During their detail to the Agency, Military Associates will continue to receive all the rights and benefits to which they are entitled in their parent services. Military Associates will be detailed to the Agency for periods specified by agreement with their parent services.

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V CIVILIAN ASSOCIATES

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The Central Intelligence Agency will arrange with other Federal establishments for the detail of civilian employees who possess specialized skills and knowledge which are required for Agency activities but are not available within the Career Staff. These Civilian Associates will receive the rights and benefits to which they are entitled in their parent organizations. They will be detailed to the Agency for periods specified by agreement with their parent organizations.

~~E~~ VI INDEPENDENT CONTRACTORS

The Central Intelligence Agency will supplement the activities of its Career Staff by contracting with individuals to perform services under conditions which do not involve the right of the Agency to control hours of work, place of employment and methods or sequence of activities. These Independent Contractors do not become employees of the Agency. They will receive only the benefits and compensation which, through negotiation, have been found necessary to obtain their services and which are specified in their contractual agreements. The services of Independent Contractors will be retained only for the periods specified in their contracts.

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